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**From:** Khan, Annie (DPH)  
**Sent:** Friday, September 30, 2011 11:22 AM  
**To:** Salemi, Charles (DPH)  
**Cc:** Nassif, Julianne (DPH)  
**Subject:** QC/QA Info  
**Attachments:** Reagent Preparation.doc; QA.doc; QC Document for QA Review.xls

Hi,

Please see attachments:

1. Chemists' List for Reagent Preparation
2. Chemists' List for Quality Control  
(Cross-train other chemists as a backup for instruments and balance QC)
3. Checklist to specify when and which QC Documents get reviewed by QA  
(PJP signs off as the Technical Reviewer, may want to train another Senior Staff member as a backup.)

Per Peter's request, I have put the QA Reporting Cover Sheet and the other QC related documents on the K drive (Drug) under the Folder QC. (K:\QC) as well as forward my spreadsheet for QA Review Checklist.

Thx  
Annie